

This Notice is Current Until Rescinded  
35 cys

PERSONNEL

HN    
12 March 1975

AGENCY PUBLIC BULLETIN BOARDS

1. The Office of Personnel, Benefits and Services Division (BSD) has been delegated authority and responsibility for controlling the use of all public bulletin boards of the Agency. These include:

a. Official Bulletin Boards - official information is posted that may be unclassified or have limited security classification.

b. Employee Bulletin Boards - for display of personal advertisements of employees.

c. Information Bulletin Boards - provide unclassified information of general interest and publicity for special programs, drives, group activities, and events.

2. Agency public bulletin boards are on constant display to employees and to visitors in our buildings. Because of their prominent locations, they offer the opportunity to present important information and to convey a favorable impression of the Agency, its professionalism, and efficiency. Individuals and offices requesting use of these boards should consider this in the design and display of materials. The Fine Arts Commission will provide guidance and assistance to BSD to ensure that bulletin boards are properly located and that posted items are in conformance with the overall environmental objectives for our buildings and offices.

3. Materials recommended for posting on Official Bulletin Boards should be forwarded to Chief, BSD, Room 5-E-69 Headquarters Building. Organizations or individuals desiring to use all other Agency public bulletin boards must have the materials approved and dated by BSD, Personal Affairs Branch (PAB), Room 5-E-11 Headquarters Building, prior to posting.

4. Individuals are responsible for posting advertisements on Employee Bulletin Boards after approval by PAB. Approved materials for display on Information Bulletin Boards will be posted by PAB approximately once a week in the Headquarters Building and copies for display in other buildings will be forwarded to Bulletin Board Coordinators.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

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